

FILE LAYOUT INFORMATION FOR LIBRARIES

Fund and Revenue Codes

A list of the unit id numbers, fund numbers and revenue codes are on a web page at: <http://www.in.gov/sboa/resources/vendorinfo/>. If you have one that is not listed, contact Linda Baker by email at lbaker@sboa.state.in.us to get the correct code. If you are using the State Tax Board codes, contact Linda Baker by email at lbaker@sboa.state.in.us to get a file that converts the Tax Board Codes to the ones used in this system.

Example File Layout

An example of a file layout for the BEGBAL file is as follows:

```
2002531000110888      -100.00
2002531000101001      1000.00
```

File Name: HEADER

File Description: This file contains the information on the cover page of the annual report. This file will have one record for each unit.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Federal Id	Numeric	9	Do not include hyphens.
Unit Name	Character	35	
Official's Last Name	Character	25	
Official's First Name	Character	25	
Official's Middle Initial	Character	1	
Official's Title	Character	25	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
County Name	Character	35	
Zip Code	Numeric	9	Do not include hyphens.
Phone Number	Numeric	10	Do not include hyphens.

File Name: BEGBAL

File Description: This file contains the beginning cash fund balances on Part 1 of the annual report. There should be a record for each fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List.
Beg Cash Fund Balance	Numeric	14	DO NOT include investments on hand. Include decimal point and sign (if negative).
Unit's Fund Number	Numeric	5	Fund Number from Unit's accounting system

File Name: RECEIPTS

File Description: This file contains the receipts on Part 2 of the annual report. There is a record for each revenue code by fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List.
Revenue Code	Numeric	5	See Revenue Code List
Amount	Numeric	14	Include decimal point.
Unit's Account Number	Numeric	10	Revenue Acct No. from Unit's system

File Name: DISBURSE

File Description: This file contains the disbursements on Part 3 of the annual report. There is a record for each expenditure classification by fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List
Department	Numeric	3	See Fund Code List. Enter 0 if no dept.
Expenditure Classification	Numeric	5	10000 = Personal Services 20000 = Supplies 30000 = Other Services and Charges 40000 = Capital Outlay 50000 = Other Disbursements 60000 = Transfers of Funds 70000 = Purchase of Investments
Paid To	Character	35	Leave Blank. Use only for Townships.
Amount	Numeric	14	Include decimal point.

File Name: INVEST

File Description: This file contains the cash and investments on Part 4 of the annual report.

There should be a record for each investment of the County on hand at year end and for each checking account, change fund and/or petty cash fund of the County at year end.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Investment Code	Numeric	5	10100 for Cash accounts 10300 for Investments
Account Number	Character	25	The number on the investment, savings account number or checking account number.
Purchase Date	Date	8	The date the investment was purchased or the date of the last renewal. Omit for savings accounts and cash accounts. In form YYYYMMDD.
Fund Type	Numeric	2	See Fund Code List. Omit for cash accounts.
Fund Code	Numeric	3	See Fund Code List. Omit for cash accounts.
Description	Character	25	The type of investment. (ie, Certificate of Deposit, Savings Account, Repurchase Agreement, Treasury Bill, Notes and Bonds) or the name and type of each checking account, change fund and/or petty cash fund.
Maturity Date	Date	8	Omit for savings accounts and cash accounts. In form YYYYMMDD.
Interest Rate	Numeric	7	Include decimal point and no more than 3 decimal places. Omit for cash accounts.
Amount	Numeric	14	Include decimal point.

File Name: DEBT

File Description: This file contains the information on the bonds and short term debt on Part 5 of the annual report. There should be one record for each type of debt.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Debt Code	Numeric	5	22100 = General Obligation Bonds 22399 = Revenue Bonds Payable 23100 = Leases
Beg Balance	Numeric	14	Include decimal point.
Debt Issued during year	Numeric	14	Include decimal point.
Debt Retired during year	Numeric	14	Include decimal point.
Interest Paid during year	Numeric	14	Include decimal point.

File Name: INTERGOV

File Description: This file contains the information on intergovernmental expenditures on Part 6 of the annual report. There is a record for each type of intergovernmental expenditure.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Intergovernmental Code	Numeric	3	106 = Local Schools 102 = Fire Protection 115 = Highways 126 = Housing Renewal 119 = Trash Collection 199 = All other local 329 = Correction (State) 330 = Highways (State) 399 = All other state
Amount	Numeric	14	Include decimal point.

File Name: GRANT

File Description: This file contains the information on Federal and State Grants on Parts 7 and 8 of the annual report. Enter a record for each federal or state grant.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Grant Code	Character	1	F = Federal Grant S = State Grant
Grant Number	Character	20	For federal grants, enter the CFDA number. For state grants, enter the grant number assigned by the awarding state agency.
Grant Name	Character	35	For federal grants, enter the federal title. For state grants, enter the project name.
Federal or State Agency	Character	35	For federal grants, enter the name of the federal agency for grants received directly from a federal agency, or the name of the state agency for pass-through federal grants. For state grants, enter the state awarding agency.
Amount of Grant	Numeric	14	Include decimal point.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List.
Beg. Balance	Numeric	14	Include decimal point.
Receipts	Numeric	14	Include decimal point.
Disbursements	Numeric	14	Include decimal point.

File Name: FIXEDAST

File Description: This file contains the information on Part 9 Fixed Assets. There is a record for each fund that has fixed assets.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List
Beg. Balance	Numeric	14	Include decimal point.
Additions - Land	Numeric	14	Include decimal point.
Additions - Buildings	Numeric	14	Include decimal point.
Additions - Improvements	Numeric	14	Include decimal point.
Additions - Equipment	Numeric	14	Include decimal point.
Additions - Construction	Numeric	14	Include decimal point.
Reductions - Land	Numeric	14	Include decimal point.
Reductions - Buildings	Numeric	14	Include decimal point.
Reductions - Improvements	Numeric	14	Include decimal point.
Reductions - Equipment	Numeric	14	Include decimal point.
Reductions - Construction	Numeric	14	Include decimal point.

File Name: NONGOV

File Description: This file contains the information on financial assistance you provided to nongovernmental entities (i.e. not-for-profits) during the year on Part 10 of the annual report. Enter a record for each entity that was provided assistance.

Examples of nongovernmental entities that you might provide funding to include: Convention and Visitors Bureaus, Volunteer Fire Departments, Senior Citizen Centers, Councils on Aging, Historical Societies, Day Care Centers, Humane Shelters, Chambers of Commerce, 4-H Clubs, Private/Religious Schools, YMCAs, Youth Leagues, etc.

Do not include amounts you pay to vendors for goods or services.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See List of Libraries.
Unit Type	Numeric	1	See List of Libraries.
ID Number	Numeric	4	See List of Libraries.
Federal ID	Numeric	9	Federal ID number of entity provided assistance, if known. Do not include hyphens.
Unit Name	Character	35	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
State	Character	2	
Zip Code	Numeric	9	Do not include hyphens.
County Name	Character	35	
Entity's Operating Officer	Character	35	
Phone Number	Numeric	10	Do not include hyphens.
Funding Description	Character	35	(i.e. Fire Protection)
Amount	Numeric	14	Include decimal point.